

# **Bacup & Rawtenstall Grammar School**



# **Student Support**

**A Guide for Parents**



## **BRGS Student Support**

### **An explanation of systems in place to support students in Year 7-11.**

Your child's **form teacher** is your first port-of-call should there be anything you wish to discuss. He or she will put you in touch with the relevant subject teacher or head of department should you wish to raise a curriculum issue.

**Heads of Year** are in overall charge and would be more than happy to speak to you. The head of year 7 remains with that year group each year; otherwise, the head of year 8 remains with that year group through to the end of GCSE. All can be contacted via the school telephone number (01706 234500) or via email

Year 7 Mrs SE Kennedy [sek@brgs.org.uk](mailto:sek@brgs.org.uk)

Year 8 Mrs JA Young [jay@brgs.org.uk](mailto:jay@brgs.org.uk)

Year 9 Mr A Edwards [ae@brgs.org.uk](mailto:ae@brgs.org.uk)

Year 10 Mrs KE Kolbuck [kek@brgs.org.uk](mailto:kek@brgs.org.uk)

Year 11 Mr KM Grehan [kmg@brgs.org.uk](mailto:kmg@brgs.org.uk)

Our **Pastoral Manager** Miss Robinson assists the Heads of Year in pastoral matters. She has a degree in Psychology and has done a lot of work with an organisation which focuses on bullying. In addition she is an ex-pupil of this school, so has seen life from both sides! She can be contacted on [sbr@brgs.org.uk](mailto:sbr@brgs.org.uk).

Mrs S Baines is a trained paediatric **nurse** and is on site at all times. She can be contacted on [smb@brgs.org.uk](mailto:smb@brgs.org.uk). Children who are injured or are not feeling well report to her in the Medical Room – and she will contact you if she feels it necessary. Our young people are advised that they should not ring you to ask to be taken home, but must always go through her. Any injuries sustained at home must be seen appropriately and not sent to the nurse for an assessment the following day.

In her absence, pupils who are not well should report to the General Office. There are several trained first-aiders on staff.

Our **Deputy Head (Pastoral)**, Mrs Taylor, ([lt@brgs.org.uk](mailto:lt@brgs.org.uk)) oversees this team.

Other members of the Senior Management Team and their areas of responsibility – Mr M J Morris – Head teacher

Dr CA Edwards – Deputy Head - in charge of public examinations, target setting, reporting and assessment, and school visits.

Mr TJ Elkington – Director of Sixth form

Mr SC Haycocks – Assistant Head in charge of curriculum and timetables.

Mrs G Spokes – Assistant Head in charge of Specialist School and Training School.

(currently on maternity leave. Mr PW Reeves will look after this area in her absence).

Miss EC Gauntlett - Development director and Alumni  
Mr M Sautejeau - in charge of Finances and buildings.

**The School Website** [www.brgs.org.uk](http://www.brgs.org.uk) gives up to date information and reminders about what is going on – including whether we are on week 1 or week 2!

### **Form prefects**

Two or three prefects (four in Year 7) look after each form, assisting the form-teacher and acting as a friend to the class. Form-prefects receive training, especially in listening skills and in how to pass on information (when necessary) appropriately.

### **School Counsellors**

Occasionally our young people have issues which are too complex to be dealt with adequately by our own staff; for this reason we employ two counsellors (one man and one woman) for a total of three half days each week. They are both fully trained counsellors –both who used to work for the Lancashire Education Inclusion Service (LEIS) but are now freelance. Matters discussed are entirely confidential (except where there might be an issue of child protection). Half hour weekly appointments are set up – and initial referral is via Miss Robinson. Sometimes students refer themselves - they need someone to talk to who is not involved and who can give them dispassionate advice; sometimes we recommend that a student take advantage of this service. Our counsellors have dealt with a variety of matters: emotional issues, family matters, anger-management and stress are just some.

### **Child Protection**

School is obliged to follow legal guidelines. The designated senior person who deals with Child Protection and Children in Need matters is Mrs Taylor.

### **After-school activities**

A variety of sporting and leisure activities take place at lunchtime and after school – from Drama Club, Film Club and bands, orchestras and choirs to orienteering and Duke of Edinburgh Awards scheme.

**Homework Club** runs from 3.45 to 5.00 in a computer room, staffed by a teacher. Many of our young people attend, some to use the computer facilities, others to get homework completed before they are picked up at 5pm. If there has been a homework issue with a pupil, a teacher can impose compulsory Homework Club until the work has been completed. Parents would be informed in advance. There is no charge for attendance at Homework Club.

**Bullying** or other concerns- please speak to form-tutor or head of year, immediately you have worries. Concerns will be dealt with immediately and discreetly. An email link from the website is to be set up in September where concerns can be voiced. Watch for [time2talk@brgs.org.uk](mailto:time2talk@brgs.org.uk)

## **Rewards**

Please see the new Behaviour policy (enclosed).

Students are rewarded for effort and achievement in their end-of-year Awards' Ceremonies with certificates and prizes.

## **Detentions**

**School Detention** – 3.45-4.45 each **Friday** is for significant poor behaviour – insolence, bad behaviour towards other pupils, repeated offences. This detention is recorded on an individual's record. Parents are informed by letter when a child has been put into detention.

Further information is in the new Behaviour for Learning policy.

**Departmental Support sessions** are used for work-related offences usually – inadequate work, work of a poor quality or not handed in.

## **School Shop**

The following equipment is on sale from the General office: pens, pencils, rubbers, compasses, calculators, rulers, protractors, padlocks, school ties.

## **Lockers**

A locker is allocated to each student. It is vital that money and valuables are locked away securely while doing sport.

To fully secure lockers you must use a padlock with a staple bar at least 5mm thick and metal box approx. 4x3cm e.g. Abus code 65/40. Padlocks are available from the General Office for £4, from Fletchers in Waterfoot or any DIY store. Any problems with lockers please see Mrs. Edwards (Room 30) or the General Office or the Caretakers for repair/lock cutting. And finally your locker number is written on the locker door.

## **Emergency Money**

Students occasionally forget bus money etc. If this is the case, they should borrow money from the General Office. A prompt return is appreciated!

## **Lost Property**

Sports kit – in Sports hall or cupboard outside room 30.

Valuables (Jewellery, money, mobile phones) are kept in locked cupboards – pupils need to see Miss Robinson.

There will be half termly displays of lost property.

Over summer all lockers are emptied and items found are removed from school premises as we do not have the capacity to store the property left. Students are instructed to remove all personal items and belongings from lockers before the end of the summer term.